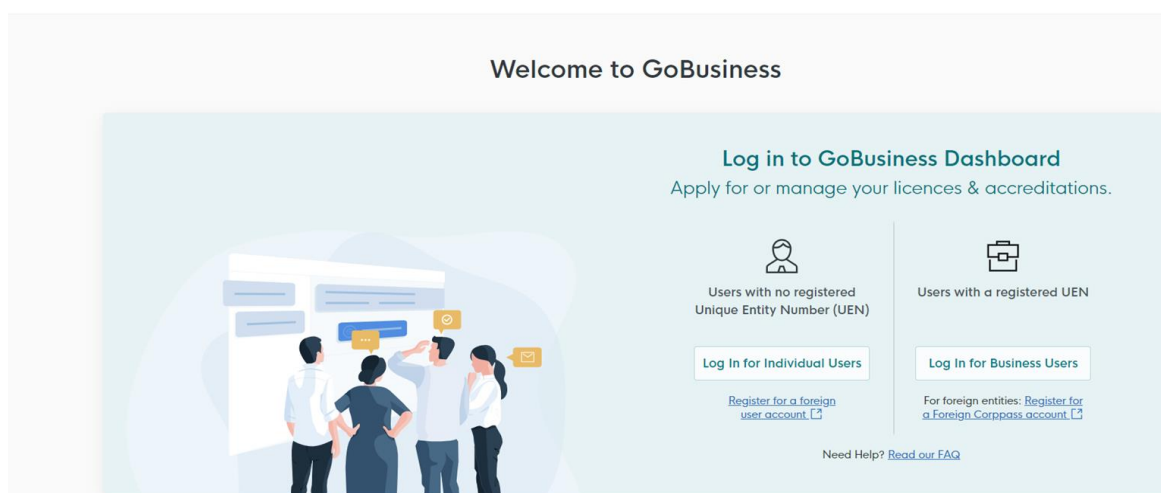# Vocational Licence (VL) Cancellation User Guide

<div style="border:1px solid red">

Things to note:
1) Please ensure that you have selected to cancel the correct type of VL. Once a VL cancelled, it cannot be reinstated.
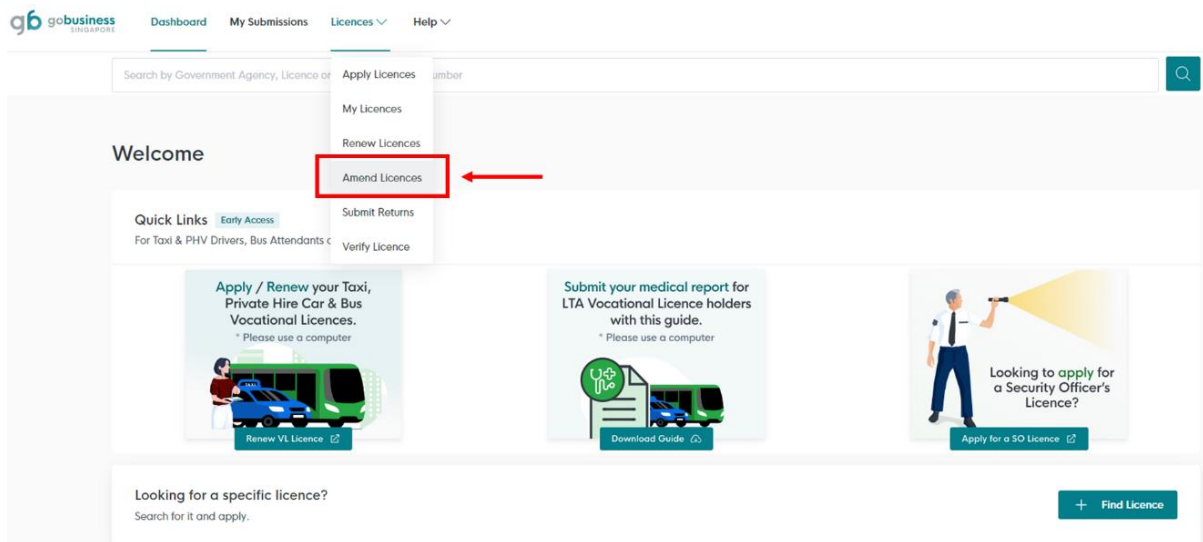2) After your VL is cancelled, if you would like to hold a VL again, you would need to apply afresh.

</div>

Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.
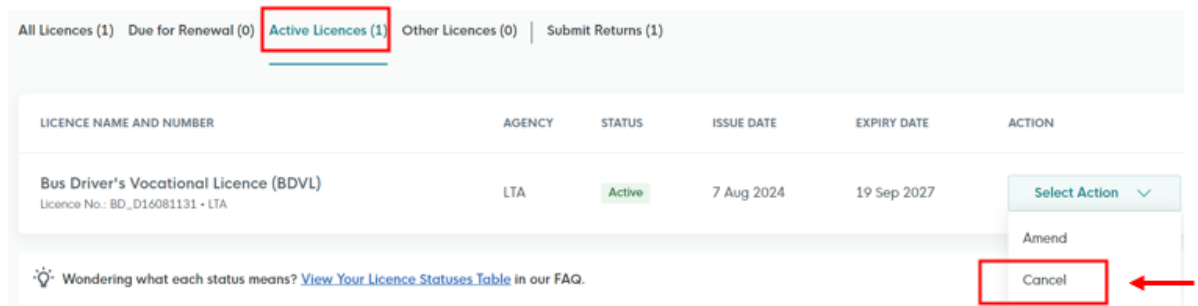

Step 2: Upon successful login, under "Dashboard", scroll down to "My Licences" and click on "Active" in the dashboard.

Alternatively, you may go to "Licences", and click "Amend Licences".

Step 3: Under "Active Licences" tab, click "Cancel" under "Select Action".

Step 4: Ensure that you are cancelling the correct VL type.

Step 5: Under "Applicant Detail", please select your salutation.

Applicant Detail

Salutation

Select

Name

Default User

ID Type

NRIC

ID No.

Email

Contact Number

+65

Step 6: Click "Application Details" to proceed.

Address

Postal Code

⊙ Retrieve Address

Block/House No.

Street Name

Floor/Level ❷ (Optional)

Unit (Optional)

Building Name

⊙ Reset Address

Save Draft   **Application Details →**

Step 7: Check on the VL to cancel.

Vocation Licence Type

Cancellation for

☑ Bus Driver's Vocational Licence (BDVL)

Step 8: Select the reason for VL cancellation. If "others" is selected, please elaborate on the reason for cancellation. Click "Review Form" to proceed.

Cancellation

Reason for Cancellation
This is to certify that the above selected vocational licence will be cancelled for the following reason (as indicated):

○ Give up the vocation

○ Give up due to health

◉ Others

If others, please specify

[   ]

← General Information   Save Draft   **Review Form →** ←

Step 9: Review your details provided under "Review Form". Once done, click on "Declaration".

← **Back to Edit**   **Declaration →**

Step 10: Read through the declaration. Check on the declaration box and click on "Submit" to proceed with VL cancellation.

STEP 4

Declaration

Please scroll to read and acknowledge the following clauses.

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☑ I hereby declare that all of the above is true.

← Review Form   Submit →

<<End>>